

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Technical Help Topics

Importing standards into SIS involves importing 2 Excel files:

- ◆ One excel file contains the Duty Areas and related fields to import to the SIS Duties Table
- ◆ The other excel file contains the Tasks and related fields to import to the SIS Tasks Table
- ◆ The autonumber feature of SIS requires each Center/Region assign Course# -Duty#s -Task#s to the excel files to ensure the numbers are unique in the SIS data file. Steps below include directions for doing this.

STEP 1 – Create a new Course in SIS

Open SIS data file → Select Tables Tab → Select Courses → select new record → enter new Course name and Abbreviation if applicable [Note – Course ID number will be assigned automatically] → Make note of the **Course ID** number. (you'll need it to fill down in the Duty.xls file in next step)

STEP 2 – Import Duty Areas Excel File

Open the importDUTY.xls file for the occupation you want to import

There are 3 Columns named: **CourseID** **DutySeq** **Duty**

A. Enter the **CourseID** number [from Step 1] in the **CourseID** column.

B. Fill Down the **CourseID** number so it appears in each **DutySeq** row. Then save and close the file.

C. Import the Duty excel file into SIS

SIS data file → File → Get External Data → Import

Dialogue Box opens: Select importDuty.xls file you want to import.

Access Wizard opens → click show worksheets → click next → click box for “First Row Contains Column Headings” → click next → click box for in an existing table → scroll to and select Duties → click next → click finish.

D. Open the SIS Duties Table and create a filter [ACCESS HELP – Filter By Selection] for the CourseID you imported. Print. This will give the **DutyIDs** needed for Step 3 below, and will also let you check that the duties imported correctly.

STEP 3 – Import Task Excel File

A. Open the importTASK.xls file of the course you want to import.

There are 6 columns: **DutyID**, **DutySeq**, **TaskSeq**, **CIA**, **Task**, **Benchmark**

Enter (and fill down) the appropriate **DutyID** [Step 2D] for each **DutySeq** letter. All tasks with the same **DutySeq** letter will have the same **DutyID** # → Save and close the file.

*****NOTE – DELETE THE ENTIRE DutySeq COLUMN
BEFORE YOU ATTEMPT TO IMPORT THE FILE INTO SIS*****

B. Import the Task Excel File: into SIS

SIS data file → File → Get External Data → Import → Type of File xls. → select the Task.xls file you want to import → click show worksheets → Next → Ist Row Contains Column Headings → Next → In an Existing Table– scroll to and select TASKS → Next → Finish.

C. To check that the data for tasks imported correctly: Create a Filter [ACCESS HELP – Filter by Form] for the applicable DutyIDs in the SIS Tasks Table and compare that number of records to the excel file.

NOTE: Courses other than statewide standards can be imported using the same process.